



# FIRST THINGS FIRST

## Executive Staff Assistant

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

### **Job Summary:**

Position serves as the Executive Staff Assistant to the Deputy Director for the Regional Partnership Councils and provides administrative support to the regional division team including the Regional Program Administrator and Leadership and Development Manager in the First Things First Phoenix Office. The Position is responsible for a variety of complex administrative tasks that include customer service, planning meetings, facilitation of meetings, coordinating activities, establishing priorities, developing effective operating procedures, conducting research, analysis of information, preparing reports and other tasks. The position coordinates with and supports the six regional manager areas and personnel reporting to the Deputy Director. The position requires substantial effort to coordinate and work with the Regional Managers, Regional Coordinators, and Regional Administrative Assistants within the regional division and all the FTF divisions.

### **Typical Duties and Responsibilities:**

- Under the supervision of the Deputy Director for Regional Partnership Councils:
- Schedule and arrange meetings/events including determining location, posting notices to agency calendars, attending meetings, preparing documents, preparing meeting minutes, and providing any follow-up activities
- Conduct research; analyze data; prepare budgets and track expenditures; and prepare reports
- Provide support to volunteer Regional Council members including processing applications and related paperwork as well as responding to information requests

- Coordinate tasks and operating procedures with the Regional Administrative Assistants across the six regional manager areas
- Following state procurement rules purchase supplies and equipment
- Prepare payroll timesheets/mileage sheets and other record keeping
- Other duties/projects assigned by Deputy Director and regional division team

**Qualifications:**

- Five years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment and one year responsible administrative experience
- Organized, detail-oriented, and ability to handle multiple projects under deadline
- Proactive in identifying and completing tasks applicable to the job
- Ability to problem solve and exercise appropriate judgment
- Knowledge of the principles and practices of administration and management, regulations and operating procedures, accounting and budgeting procedures
- Knowledge of Arizona Open Meeting Law and Robert's Rules of Order
- Skills in oral and written communication
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher at a minimum
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.
- Self-motivated, able to work with a minimum of supervision and as a team player
- Develops positive relations with others

Review of resumes will begin on February 28, 2011 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references by the close of business on February 25, 2011 to:

[www.azstatejobs.gov](http://www.azstatejobs.gov)

In the AZ State Personnel System, this position is classified as a Grade 20, with a salary range of \$36,814 to \$66,692.86. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.